

# **HAWAII UNEMPLOYMENT INSURANCE FORMS REPRODUCTION GUIDELINES**

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The following guidelines are for employers obtaining employer registration and other forms from this section for subsequent submission to the Hawaii Unemployment Insurance (UI) Division. These guidelines are established to ensure that the forms you submit are of suitable quality for subsequent processing by the UI Division.

1. Forms must be the reproductions of the complete original office form produced by computer or laser printing, photocopying, or other similar reproduction process.
2. Reproductions must be on paper of substantially the same weight and texture, and of quality at least as good as that used in the actual forms. (18lb weight or better.)
3. Reproductions must have a high standard of print quality and legibility, both as to original forms and as to filled in information. The UI Division reserves the right to reject any reproductions with non-legibility from any process or individual which fails to meet these standards.
4. Reproductions must be the same size as that of the official form, both as to the overall dimensions of the paper and the image reproduced thereon. All forms are 8-1/2 by 11 inch paper size. Forms downloaded may appear shrunk when printed to your printer. If the degree of shrinkage is 5% or less, the UI Division will accept those forms.
5. Black print on white paper is required. Single-sided forms are acceptable.
6. Forms may be faxed to the UI Division. FAX numbers, addresses, and phone numbers are found in the "Handbook for Employers on Unemployment Insurance."
7. Any entity wishing to mass produce these forms should submit a prototype for prior approval to the Unemployment Insurance Division.
8. Makes copies of all the completed forms that you submit for your personal records.